MINUTES OF A MEETING OF THE BRANDON AND BRETFORD PARISH COUNCIL

Date: Monday 13th January 2020; 18:30hrs
Venue: The Brandon Club
Present: Cllr Andrew Kirby (AK)
Cllr Michael Rayns (MR)
Cllr Iain Rennie (IR)
Cllr Rob Lees (RL)
Cllr Peter Wilson (PW)
Apologies: Cllr Heather Timms (HT)
In Attendance: Jane Hancox (JH) – Clerk to Council & RFO

The meeting was quorate and began at 18:30hrs.

801.1 Apologies
There were no apologies.

801.2 Declarations of Interest
There were no new declarations of interest.

801.3 Questions from the Public
There were no members of the public present at the meeting.

801.4 Approve the minutes of the last meeting
The minutes of the previous meeting held 9th December 2019 had been circulated to Councillors prior to the meeting and were agreed as a true record of the proceedings and business of the meeting. The minutes were approved by Council and signed by the Chair.

801.5 Actions from the last meeting

Removal of hedge at Bretford Village Hall
IR has contacted David Gower who had advised him of the process for applying for planning permission. IR asked JH to download and print a copy of the form which he will complete. JH

Lighting Upgrades
AK is having difficulty downloading the files from Eon highlighting where in the villages the upgrades are required. JH offered to print a hard copy of the file. JH

Police Drop-In Sessions and Operation Snap
MR reported that the February police drop-in session will be in the car park of the Royal Oak. An article focussing on Operation Snap is published in the latest edition of the Avon Grapevine.

Grass Cutting in Brandon & Bretford Fields
PW reported that Tony has intimated he won’t be able to mow the fields in Brandon and Bretford post March 2020. After discussion, Council agreed to ask Lakeside for a
quote to carry out this work alongside the verge cutting. IR agreed to approach the Bretford Village Hall Committee regarding taking on the cost of cutting the Bretford field.

801.6 Clerk and Councillors Update

Invoice from William Waddilove
Council discussed an additional invoice received from William Waddilove for repainting the golden crowns on the phone box in Brandon. After discussion Council agreed to pay the invoice.

WACL Clerks Toolkit Training
JH reported that she attended the Clerks Toolkit Training in December at the WACL offices. Staff asked if we would be interested in hosting a similar event at Bretford Village Hall. Council agreed this was a good opportunity and asked IR to confirm to JH available dates in May/June 2020 on a Tuesday morning.

Playground Inspection
AK submitted an inspection report form for Bretford Playground. JH advised that IR was due to carry out an inspection in January and MR in February.

Mole Traps in Brandon Field
JH advised Council of a telephone call from a Brandon resident concerned about the safety of the mole traps in Brandon Field. After discussion Council agreed to post signs on the entrances to the field making residents aware the traps have been laid and the reason why.

Bretford Village Hall Audit
JH advised that the internal audit for the Bretford Village Hall accounts was due. IR offered to follow this up with Estelle.

Maintenance of The Rise
Council asked JH to chase Graham Wale regarding maintenance to The Rise in Brandon which is now looking untidy.

801.7 Correspondence

All correspondence received had been circulated to Councillors by email ahead of the meeting.

801.8 Finance
The monthly finance report had been emailed to Councillors ahead of the meeting. Council agreed to approve the following payments:

<table>
<thead>
<tr>
<th>Payee</th>
<th>Cheque No</th>
<th>Date Issued</th>
<th>Detail</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eon Electricity</td>
<td>1547</td>
<td>03/01/2020</td>
<td>Maintenance</td>
<td>£293.72</td>
</tr>
<tr>
<td>Information Commissioner</td>
<td>1548</td>
<td>03/01/2020</td>
<td>Annual Licence Fee</td>
<td>£40.00</td>
</tr>
<tr>
<td>Mrs J Hancox</td>
<td>1549</td>
<td>03/01/2020</td>
<td>Clerks Wages (December)</td>
<td>£172.80</td>
</tr>
</tbody>
</table>
Council agreed to accept the following payments:

<table>
<thead>
<tr>
<th>Received From</th>
<th>Date Received</th>
<th>Detail</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lloyds Bank</td>
<td>11/11/2019</td>
<td>Interest</td>
<td>£0.32</td>
</tr>
</tbody>
</table>

The report detailing a bank reconciliation to the 19th November 2019 was also tabled.

A detailed budget forecast report had been circulated to Councillors ahead of the meeting, showing actual spend to date versus budget set.

A forecast budget for 2020/21 had also been circulated to Councillors ahead of the meeting. Council agreed to approve the forecast budget for 2020/21.

The updated Asset Register and Risk Review Log was circulated ahead of the meeting. Council approved both documents.

Council approved a contribution to Brandon Club of £150 for the use of the meeting room throughout the year.

801.9 Lighting
AK agreed to look at the quote from Eon and identify areas of the village which could be targeted for upgrade first.

801.10 Planning
Council considered the following planning applications:

- R19/1474 – Home Farm, Main Street, Brandon
- R19/1491 – 5, Beecher’s Keep, Brandon
- R19/1519 – Rose Cottage, Main Street, Brandon
- R19/1504 – Park Field, Off Main Street, Brandon

Council agreed to lodge an objection to application R19/1504 based on the application not stipulating an intended use which may be detrimental to the park land/greenbelt.

801.11 Brandon Field
AK continues to thin the tress and plans to lay a hedge although work is ongoing and will take several months to complete.

Council agreed to apply for an RBC Rural Development Grant to purchase the fencing for Brandon and Bretford fields. PW offered to obtain 2 quotes for submission.
### 801.12 Bretford Village Hall Update
IR suggested installing an outdoor PIR light as the driveway is currently not lit.

### 801.13 Drainage Update
Councillors noted the pothole on the A428 near the corner with Avondale Road and HT advised that further work is due to be carried out on that drain.

### 801.14 A428 Road Re-classification
Council agreed that the A428 from Binley Woods to the Rugby Cement works is no longer suitable as an A road. The route includes a single lane bridge and several areas susceptible to disruptive flooding along with height restrictive bridges. However, after discussion agreed that the route signage needs revisiting and that a joint lobbying campaign with other Parish Councils along the route may be effective. The new flyover development at the TGI Friday’s Roundabout may be a good opportunity to pursue this. HT suggested arranging a meeting with the other Parish Council’s at the Earl Craven Community Forum and maybe invite a traffic officer to attend.

### 801.15 Policies
The following policies were circulated to Councillors ahead of the meeting:

1. Standing Orders
2. Internal Controls Policy
3. Statement of Internal Financial Controls

Councillors agreed unanimously to adopt the policies with immediate effect, and they were duly signed by the Chair.

### 801.16 Future Agenda Items
There were no future agenda items raised.

### 801.17 Date of the next meeting
The next meeting of the Brandon & Bretford Parish Council will take place on Monday 17th February 2020 at 6.30pm at the Brandon Club.

Having no further business to discuss, the meeting ended at 20:00hrs.

Signed: .......................................................... (Chair)  Date: .................................
### APPENDIX A - ACTIONS FROM B&B PARISH COUNCIL MEETING 13/01/2020

<table>
<thead>
<tr>
<th>ACTION</th>
<th>ACTION BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>JH to download and print form for removal of hedge at BVH</td>
<td>JH</td>
</tr>
<tr>
<td>JH to print copy of Eon lighting upgrade file</td>
<td>JH</td>
</tr>
<tr>
<td>JH to ask Lakeside to quote for cutting of Brandon &amp; Bretford fields</td>
<td>JH</td>
</tr>
<tr>
<td>IR to ask BVH Committee to take on cost of cutting Bretford field</td>
<td>IR</td>
</tr>
<tr>
<td>Pay William Waddilove invoice</td>
<td>JH</td>
</tr>
<tr>
<td>IR to confirm available dates for WALC Clerks Training session at BVH</td>
<td>IR</td>
</tr>
<tr>
<td>IR to complete Bretford playground inspection in January</td>
<td>IR</td>
</tr>
<tr>
<td>Signs to be posted on entrances to Brandon Field re: mole traps</td>
<td>JH</td>
</tr>
<tr>
<td>IR to speak to Estelle re: BVH accounts for internal audit</td>
<td>IR</td>
</tr>
<tr>
<td>JH to chase Graham Wale re: The Rise</td>
<td>JH</td>
</tr>
<tr>
<td>Pay £150 contribution to Brandon Club for room hire</td>
<td>JH</td>
</tr>
<tr>
<td>AK to look at Eon lighting upgrades and identify areas of priority</td>
<td>AK</td>
</tr>
<tr>
<td>Object to planning application R19/1504</td>
<td>JH</td>
</tr>
<tr>
<td>PW to obtain 2 quotes for fencing materials</td>
<td>PW</td>
</tr>
<tr>
<td>MR to pursue joint campaign re: revising A428 route signage</td>
<td>MR</td>
</tr>
</tbody>
</table>